

DOUGLAS COUNTY  
EXTENSION MASTER GARDENERS

*HANDBOOK*

2020

***Mission Statement***

To share research-based, horticultural information with residents of Douglas County, in partnership with K-State Research and Extension.

Appendix notations refer to the current year Handbook Appendices document. This document is available at the [www.douglas.k-state.edu](http://www.douglas.k-state.edu) website, selecting Lawn and Garden/Extension Master Gardener

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## **EXTENSION MASTER GARDENER MISSION AND GOALS**

The mission of the Douglas County Extension Master Gardener Association (EMG) program is to share research-based, horticultural information with the residents of Douglas County, in partnership with K-State Research and Extension.

The EMG volunteer program is open to any Douglas County resident or resident of a neighboring county that does not have its own EMG program and who has the time and desire to donate volunteer hours to the EMG program. The EMG volunteer program creates opportunities for gardeners to learn more about horticulture and to share that knowledge with others. The program training covers all the basic areas of horticulture. Instructors are Kansas State University professors, local gardening experts, and staff of cooperating agencies. Examples of subjects studied include plant biology, growing fruits and vegetables, flower gardening, lawn care, insect and disease control, indoor gardening, wildlife damage control and prevention, landscape management and design.

K-State Research and Extension provides horticulture training. In return, each trainee is required to donate volunteer time to the Douglas County Extension horticulture programs. To become a certified EMG volunteer, the new trainee must complete 40 hours of approved volunteer work which includes 6 hours of work on the Horticulture Hotline. After the first year of training and volunteering, volunteers are required to give at least **30** hours of service, as well as attending 10 hours of Advanced Education each year.

Volunteers engage in a variety of gardening activities that benefit the community, as well as families and individuals. Examples include answering telephone questions on the Horticulture Hotline, answering gardening questions and providing information about the program at the local Farmer's Market, working with youth to nurture interest in gardening, giving presentations to organizations, and coordinating with other groups to further local horticultural knowledge..

## **EXTENSION MASTER GARDENER TIES TO K-STATE RESEARCH AND EXTENSION**

### *Extension Master Gardener History*

The original group of Extension Master Gardeners (EMG) in Douglas County was formed by Earl Van Meter, Director of County Extension. He also was the County Extension Agent - Horticulture. In 1988, the EMG group was reorganized by Dennis Bejoit, Director of County Extension, and the County Extension Agent - Horticulture. At this time the EMGs were part of the Douglas County Extension Council. On March 14, 2001, the Douglas County EMG members voted to become the Douglas County Extension Master Gardener Association and the Association became a "not-for-profit" 501c(3) organization. On March 26, 2014, the EMG Executive Board voted to move the EMG Association under the umbrella of the Douglas County Extension Council.

### *Ties to Kansas State University*

The goal of the Douglas County EMG Association is to support the work of K-State Research and Extension. All projects of the EMG program are located in Douglas County and are in compliance with the objectives and policies of Kansas State University.

### *Ties to Douglas County*

The Douglas County EMG Association is organized as a not-for-profit organization. Members are non-paid employees that operate under the authority of K-State Research and Extension. The County Extension Agent - Horticulture is the trainer, advisor, and liaison for the organization, and the Advanced Education programs address relevant county issues.

### Douglas County Extension Staff

Various personnel at the K-State Research and Extension - Douglas County office provide help and support to the Extension Master Gardener Program (see Appendix A for names of current staff).

### Extension Master Gardener Association By-laws

A copy of the EMG Association By-laws is kept on file at the Douglas County Extension office. A copy can also be downloaded from the K-State web site, <http://www.douglas.k-state.edu>.

## **EXTENSION MASTER GARDENER MEMBERSHIP PROGRAM**

### Extension Master Gardener Definition

EMG's are trained volunteers residing in Douglas County or resident of a neighboring county that does not have its own EMG program. To be eligible, community members must successfully complete the approved training offered by Kansas State University and K-State Research and Extension. This certification is restrictive in nature, in that it is valid only when the individual is participating in the EMG program.

### Active Membership Requirements

Membership consists of certified EMG volunteers who are willing to actively promote the mission statement of the Association. Membership is open to all individuals regardless of race, color, gender, age, handicap, or national origin. To be a certified member in good standing, an EMG must satisfactorily complete the prescribed hours of instruction and volunteer commitment. A copy of that agreement is included as Appendix B.

“Active” status is issued to those who make a commitment to participate in the program for the coming year and have completed a minimum of **thirty (30)** volunteer hours and ten (10) Advanced Education hours. See Appendix C for the Volunteer and Education Guidelines and Reporting.

### Emergency Contact Form

EMG's may submit and have retained in a confidential sealed file, an Emergency Contact Form. This information will remain in the sealed envelope until an emergency occurs requiring its use. The sealed envelopes will be retained by the Douglas County Extension Agent – Horticulture.

### Volunteer Information Profile (V.I.P.).

All committee participants who work with youth such as the School Partnerships/Jr. Master Gardener Program and are involved in two or more sessions with the same group of youth, are required to participate in the Volunteer Information Profile (V.I.P.) program. This program is administered by K-State Research and Extension and is available at the Douglas County Extension Office. The program requires about three hours to fulfill, either by an on-line process or attending a training session. A background check is part of this program. There is no cost involved. A renewal of this profile is required on a yearly basis.

## Volunteer Hours

To remain active, each EMG member must complete **thirty (30)** hours of volunteer work each year. EMG volunteers are viewed as non-salaried employees in order to be considered under the Kansas Tort Claims Act for recommendations/advice. Thus, anything the EMG's do is part of the local educational program.

Volunteer hours should be recorded for the following:

### **Direct activities**, including:

- Educational presentations
- Horticulture Hotline
- Development of educational materials
- Other educational events and activities specifically supported by the Extension (for example, volunteering at the Douglas County fair in the Horticulture/Agriculture display building)
- Activities of EMG committees such as the Demonstration Gardens, Garden Tour, or Spring Fair

### **Indirect activities**, including:

- EMG Executive Board officers preparing for and attending Executive Board meetings, as well as preparing meeting minutes, working with financial records, etc.
- Administrative tasks in preparing for monthly business (assembling the agenda, preparing the newsletter, preparing committee reports if you are the coordinator, etc.)
- Committee meetings to plan EMG activities and events

Attendance at EMG Business meetings and Executive Board meetings count toward volunteer hours. Travel time to and from all EMG activities also counts toward volunteer hour totals. The Advanced Education program held after the monthly Business meeting may be reported as Advanced Education hours. Hours are tracked for K-State Research and Extension purposes at [www.kansasemg.org](http://www.kansasemg.org).

EMG volunteer activity includes two distinct elements:

- (1) EMG volunteers are involved in learning and sharing horticultural knowledge. EMG activities contain educational value
- (2) EMG's enjoy volunteering with others and working collectively to learn and form social networks. EMG volunteer projects are group oriented

### **Cooperative activities:**

EMGs may partner with other groups, organizations, or agencies in a mutually beneficial activity. These activities should follow the EMG Association mission, and be supported by the Douglas County Extension Agent – Horticulture and the Executive Board. If an EMG holds membership in both groups, the volunteer hours apply only to one.

EMG volunteers should never be used as “general labor” unless there is a very clear educational or public relations value to the activity.

**Exceptions:** EMGs may be asked to support a special event or activity, or provide assistance to salvage an important project. These one-time events may not clearly support our mission but may reflect positively on the EMG Association. The Douglas County Extension Agent – Horticulture will determine if the activities count toward volunteer hours.

## Education Hours

The K-State Research and Extension program does not mandate an ongoing Advanced Education requirement for EMGs. This requirement is added at the discretion of individual counties or districts. To this end, to maintain active membership, Douglas County EMGs must complete 10 hours of advanced education each year. The curriculum of the Advanced Education program is determined by both an Advanced Education Committee and Douglas County Extension Agent - Horticulture.

**What counts as education hours:** As is the case with volunteer hours, the first benchmark in deciding what counts as EMG education is, “Does this activity support the EMG Advanced Education program?” Only education input provided by a K-State Research and Extension representative, certified EMG, or some other party approved by K-State Research and Extension will count toward the education requirement. This includes programs presented by Douglas County EMGs, any other county’s EMGs, university faculty, or annual presentations at the state Advanced Master Gardener Training Sessions . Members who volunteer three (3) hours on the Horticulture Hotline may elect to count one (1) of those hours as Advanced Education.

**Exceptions:** If EMGs attend educational presentations other than regular monthly Advanced Education programs or the K-State Advanced Master Gardener Training Sessions, the education experience may be approved for credit by the Douglas County Extension Agent – Horticulture and the EMG Vice President (who is the coordinator of the Advanced Education Committee), by submitting the following information in writing to the Extension Agent - Horticulture:

- 1) The credentials of the speaker (e.g., educational background, speaker’s qualifications/experience, published books or articles, etc.).
- 2) Copies of any handouts.
- 3) A one page summary of what the EMG learned.

This information is necessary since the EMG program is centered on an education component determined by K-State Research and Extension, and EMGs are considered non-salaried employees of Kansas State University. To determine whether the content of an educational presentation is consistent in this manner, the Douglas County Extension Agent – Horticulture and Advanced Education Committee Coordinator must be able to determine the quality of that content and make a judgment about its value toward the EMG education mission. If it satisfies these criteria, then an outside education activity may be applied for EMG Advanced Education credit.

Multiple Advanced Education presentations by the same speaker may count only once, unless the content of additional presentations are substantively different. Providing the information suggested above, will help the Douglas County Extension Agent – Horticulture and Advanced Education Committee Coordinator, determine how many hours could be credited for multiple presentations by the same person.

EMGs are encouraged to take advantage of the educational opportunities offered by the monthly Douglas County EMG Advanced Education programs and the K-State Advanced Master Gardener Training Sessions. This ensures consistency in education, and the group-learning process also offers some value in retaining and sharing the information delivered through the process of Advanced Education.

### Hour Reporting

The K-State Research and Extension Master Gardener Program has developed a website database for the recording of volunteer hours and education hours. This is the preferred method of recording member hours. The website is [www.kansasemg.org](http://www.kansasemg.org). See Appendix C, Volunteer and Education Guidelines and Reporting, for the current categories and sub-categories. Although paper reports will still be accepted, members should strive to use the website.

### Probationary Membership Status

In the event a member has not completed the required education and volunteer hours to remain an active member, they will be placed on probationary status. A member may remain on probationary status for one year before being dropped from membership. In the probationary year the deficient hours must be made up in addition to the 30 hours of volunteer work and 10 hours of Advanced Education, required for active membership for that same year. Members with special circumstances must communicate directly with the Douglas County Extension Agent - Horticulture regarding membership status.

### Emeritus Status

- 1) Emeritus status is for a member who is active and in good standing, but has restrictions that limit his or her active participation in the organization.
- 2) For an EMG to be granted Emeritus status, the following must occur:
  - a) The EMG must request Emeritus status in a letter to the Douglas County Extension Agent - Horticulture.
  - b) The EMG must have been an active member for a minimum of five years.
  - c) The EMG must have completed more than 1,000 volunteer hours.
  - d) The EMG Executive Board and Douglas County Extension Agent – Horticulture must approve the change in status.
- 3) Emeritus status comes with all of the rights of active membership, except for the ability to hold office. Emeritus EMGs do not need to complete volunteer or education hours but otherwise may participate fully in all EMG activities as a Douglas County EMG. Emeritus members are requested to report their volunteer hours.
- 4) An Emeritus member who is once again able to participate as an active member may request a return to active status in writing to the Executive Board.
- 5) At their discretion, the Executive Board and the Douglas County Extension Agent - Horticulture, emeritus status may be granted if all four conditions are not met.

### Leave of Absence

Up to one year's leave of absence may be granted to any member who desires to continue as an EMG but cannot fulfill the volunteer or education hour commitments for whatever reason. Leave of absence must be requested in writing to the Executive Board, which will grant the status and excuse the member from attendance at all meetings and functions. The member may return at the end of the leave with no penalty in terms of volunteer or education hours but will be expected to complete prorated volunteer and education hours corresponding to the remainder of the year.

### Recertification

A former EMG may become reinstated by a satisfactory completion of a recertification program prescribed by and with the approval of the Douglas County Extension Agent - Horticulture.

## Transfers from Other Programs

A transfer EMG must be approved and certified by the Douglas County Extension Agent - Horticulture.

## Due Process for Membership Grievances

The title “*Extension Master Gardener*” may be used exclusively by the Kansas State University Extension Master Gardener Program. EMGs may use the title only when performing unpaid, volunteer educational activities. Along with active participation, EMGs will uphold certain standards while volunteering. ***The following behaviors will not be tolerated and may result in dismissal from the EMG Association pending due process.***

- Possession or use of alcohol or illegal drugs in the workplace or on job assignments outside the Extension office.
- Abuse or theft of public or personal property.
- Sexual harassment, misconduct, or verbal abuse.
- Public possession or use of weapons or firearms in the workplace.
- Defamation of the organization.
- Creating an implied or outright Kansas State University endorsement of any product or place of business.
- Misrepresentation of sources of information or consistently giving out incorrect information.

All active and probationary status EMGs may appeal decisions made on their membership status. Appeals must be made in writing within five business days of the notification of the decision. Written appeals and all supporting materials must be at the K-State Research and Extension - Douglas County office by the end of the fifth business day. A meeting headed by the Douglas County Extension Agent - Horticulture will be called to review the appeal. The committee will consist of the Douglas County Extension Agent – Horticulture, the Horticulture Program Assistant, the EMG President or Vice President, and two active EMG members. The two active EMG members will be selected by mutual agreement between the committee and appealing member. Membership status will be voted on at the meeting. All parties will receive written confirmation of the decision within five business days.

## Membership Expectations

Every EMG should be an active member of at least one committee established by the Association. The Committee and Activity Interest form may be found in Appendix D.

## Recognition Program

EMGs held the first annual Recognition Program in December 2001. Recognition awards include acknowledgment of current class graduates, significant class anniversaries, and special awards. These awards include Master Garden of the Year and recognition of special service provided by community members to Douglas County Extension Master Gardeners. The recognition program is now an annual event.



## EMG Association Membership Roster

The membership roster for the EMG program is the responsibility of the EMG Executive Board and maintained by the Horticulture Program Assistant. This list is used for tracking membership information and for member communication.

New members will be added after completion of classroom training.

## EMG Bereavement Recognition Policy

A card will be sent by the Executive Board to acknowledge the death of a member, a member's spouse, or a member's child.

## **EXTENSION MASTER GARDENER ASSOCIATION GOVERNMENT STRUCTURE**

### Douglas County Extension Master Gardener Executive Board

The EMG Association is governed by a membership elected Executive Board. Active EMGs are eligible to serve as Executive Board members. Current Executive Board officers are listed in Appendix E.

Elected Offices include:

- President
- Vice President
- Secretary
- Treasurer
- Coordinator of Public Relations
- Members-At-Large
- New Class Representative

### Duties of Executive Board Members

- A. President: The President shall preside at all Association meetings, appoint the coordinators of all standing and special committees, and perform such other duties as are outlined in the By-Laws or as directed by the Association membership. The President shall serve as Activity Coordinator.
- B. Vice President: The Vice-President shall perform the duties of the President when that officer is absent. This officer shall serve as coordinator of the Advanced Education Program committee and work closely with the President to operate the total program. The Vice President shall maintain the current copy of the By-Laws, the Handbook, and the Handbook Appendices.
- C. Secretary: The Secretary shall be both Recording and Corresponding Secretary, keeping the minutes of all Association meetings, and taking care of all correspondence as needed.
- D. Treasurer: The Treasurer shall be custodian of all financial documents, including deposit, expense, and donation forms, for the Douglas County Extension Master Gardener Association. All original forms shall be given to the Treasurer for Executive Board approval before submitting to the Douglas County Extension Council for payment and deposit each month. A copy of such forms shall be kept by

the Treasurer for the purpose of reporting receipts and disbursements as they affect the Budget. A report shall be given at the monthly Executive Board meeting showing the reconciliation of the EMG accounts with the Douglas County Extension Council accounts. The fiscal year shall be from the first day of January to the last day of December. A year-end report shall be given at the February Executive Board meeting.

- E. Coordinator of Public Relations: The Coordinator of Public Relations shall use social media platforms (including but not limited to, Facebook, Instagram and the website) and other media to disseminate information regarding upcoming events, research-based information, EMG committees, and member profiles. This person monitors social media to affirm the Association and its activities are well represented to Douglas County, Kansas State University, and the State of Kansas.
- F. Members-At-Large: The Members-at-Large, at least two (2), or one (1) for each 50 active EMG members, will represent the membership at EMG Executive Board meetings. Active members include Active, In-Training, and Emeritus Members. Members-At-Large will act as liaisons of various Standing Committees. The count of members will be done early in September of each year. In addition, a New Class Representative will be elected from the current graduating class to serve one year on the Executive Board and have full voting privileges.

Each outgoing officer must deliver to his or her successor all books, records, and papers pertaining to that office at the January Executive Board meeting.

Members of the Executive Board who miss three (3) consecutive meetings or five (5) total annually shall be considered as having resigned from the Executive Board. Absences may be excused for exceptional circumstances.

In addition to its other responsibilities, the EMG Executive Board oversees the long range plan and reviews it on at least a three year rotation plan. The long range plan includes the Association's Mission Statement, Vision Statement, Goals and Action Plans.

#### Election Process and Guidelines

A nominating committee of three will be appointed by the President at the August monthly meeting.

The nominating committee will present the slate of nominees to the Executive Board at the October Executive Board meeting. The nominating committee also will present the slate of nominees at the October Business meeting. Nominations will remain open until the final vote. Voting at the November Business meeting shall be by a show of hands or by written ballot, at the discretion of the President. A simple majority of members present will elect. In the event there is but one candidate for any office, the voting may be by voice.

The nominee for New Class Representative will be determined by the current year's training class.

Term of office will be one year that begins on January 1. No Executive Board member will be eligible to serve in the same office more than two (2) consecutive terms, but may serve in another office. An outgoing President or Treasurer agrees to serve in an advisory capacity, as needed, for the first quarter of the following year.

Should a vacancy occur in the office of President, the Vice President shall automatically assume that office for the duration of the term. Another Vice President shall be elected as soon as possible. This and other vacancies occurring during the term of office shall be filled by a vote of the EMG members following notification at the next Business meeting.

Non-compliance with K-State Research and Extension policies, as stated in the volunteer contract (Appendix B), will require an Executive Board member to be terminated from that office.

### Executive Board Meetings

Executive Board meetings will be scheduled monthly. Additional meetings may be scheduled as needed. See Appendix F for meeting dates.

## **EXTENSION MASTER GARDENER COMMITTEE STRUCTURE**

### Committee Coordinators

Committee Coordinators agree to assume primary responsibility for the work of each committee. Committee Coordinators are responsible to submit annual budget requests to the Budget Committee in October. See Appendix I for current year budgets.

### Committee Memberships

Members are expected to serve on at least one committee. Members wishing to participate should contact the appropriate Coordinator, Douglas County Extension Agent – Horticulture, Douglas County Horticulture Program Assistant, or any EMG Executive Board Member. Special project committees are occasionally created to complete an unanticipated task.

### Standing Committees / Activities

The Executive Board, with input from the EMG membership, will establish priorities. This process determines which projects and committee work is important to the group and the community that it serves. This work serves as the basis for decision making each year. Priorities for the current year are found in Appendix M. The following standing committees have been established, and the function of each committee has been approved by the membership. Special committees may be established to work on a short-term and/or special event or project. See Appendix I for EMG budget. Complete Position Descriptions for each of the coordinators are available at the Douglas.KSU.edu website under Lawn and Garden/Master Gardeners.

### **Advanced Educational Programs**

Purpose: The committee coordinated by the Executive Board Vice President, plans and arranges the monthly Advanced Education Programs for the following year. Coordinates current speakers, arranging for presentation devices and speaker handouts.

### **Demonstration Gardens**

Purpose: The current demonstration gardens include the EMG Fairgrounds Demonstration Gardens (Douglas County Fairgrounds, 2110 Harper Street, Lawrence), the Monarch Watch Waystation #1 (KU West Campus, 2021 Constant Avenue, Lawrence), the Eudora Garden (9th & Main Streets, Eudora), Tom Swan Park (High Street and 8th Street, Baldwin City), and the KU Native Medicinal Plant Research Garden (1865 E. 1600 Road, Lawrence). These committees will work to maintain the

Douglas County demonstration gardens and share K-State Research and Extension-based horticultural information with the public.

### **Farmers Market**

Purpose: The coordinators will function as the liaison between the EMG Association and the Downtown Lawrence Farmers' Market. The committee will staff a booth at the market each Saturday during the market season. EMG volunteers will provide information about current horticulture issues, assist in answering horticulture questions, and promote the EMG program and its activities.

### **Garden Art Development**

Purpose: Garden art development and sales are many times held in conjunction with planned events of the Association. The committee is responsible for developing garden art for these events. The proceeds of the sales add to the income of the Association.

### **Garden Show**

Purpose: The Spring Fair is held at the Douglas County Fairgrounds every even-numbered year. During the Spring Fair, EMGs share gardening practices and research-based horticultural information with the attending public. Spring Fair also provides an opportunity to sell plants, food or crafts, to add to the income of the Association. Garden show activities include workshops, educational booths and workshops, plant sale, craft sale, and garage sale.

### **Garden Tour**

Purpose: The committee plans and hosts the EMG Garden Tour, held every odd-numbered year. They select the gardens for the Tour and work with garden owners throughout the event. The committee includes a number of subcommittees that work on various aspects of the Tour.

### **Historian**

Purpose: The EMG historian maintains a scrapbook of events including photographs, newspaper articles, printed programs and other items chronicling the activities of the Douglas County EMGs. Each year items from committee notebooks that are deemed important to the group's ongoing history (important correspondence, etc.) are kept in this central history file. The historian keeps the membership biography book up-to-date.

### **Horticulture Hotline/Resource Library**

Purpose: The committee provides research based horticultural information on gardening questions and concerns of the public. The Douglas County Extension Agent – Horticulture provides relevant information throughout the season and works with the coordinator(s) to provide hotline training. The coordinator(s) maintains the Resource Library that includes audio-visual materials and educational tools for EMG educational uses.

### **Hospitality Committee (formerly Social Committee)**

Purpose: The committee plans and organizes many of the social networking functions of the EMG Association, including the year-end Awards and Recognition Dinner. The Coordinator also organizes donations of treats for Business meetings, and sends sympathy, get well, and congratulatory cards when appropriate.

### **Jr. Master Gardener**

Purpose: The committee works on special projects in partnership with schools in Douglas County. The committee approves the formation of new partnerships and

establishes parameters for EMG participation. The Coordinator(s) maintains consistency and communication across projects.

### **Library Programs**

Purpose: The committee provides research-based horticultural presentations to the library patrons. Committee members develop and present specific topics to children and adults as requested. The committee coordinator schedules times and dates of presentations.

### **New Class Mentoring and Training Support**

Purpose: The committee works with the New Class training to introduce the class to the EMG organization and to assist the Extension Agent – Horticulture with the training program. EMG mentors help the trainees get acquainted with the EMG program, its activities, and membership guidelines. The committee also works with the Douglas County Extension Agent – Horticulture to enhance basic training activities in support of the required training topics.

### **Plant Sale**

Purpose: The committee organizes plant public and member plant sale events. The proceeds from plant sales add to the income of the Association.

### **Produce Distribution Program**

Purpose: The committee supports the collection of fresh produce from local growers for community food pantries. The program helps include fruits and vegetables for the local hunger relief efforts of Douglas County.

### **Public Relations Committee**

Purpose: The committee works with the chair to use social media platforms (including but not limited to, Facebook, Instagram and the website) and other media to disseminate information regarding upcoming events, research-based information, EMG committees, and member profiles.

### **Speakers Bureau**

Purpose: The committee provides research-based horticultural presentations to the community. Committee members develop and present specific topics to various organizations and the general public as requested. The committee coordinator schedules times and dates of presentations.

Ad hoc projects will be evaluated for appropriateness by the Douglas County Extension Agent - Horticulture and the Executive Board.

## **APPROVAL OF MATERIALS FOR PUBLIC DISTRIBUTION OR ADVERTISING**

Materials prepared by committees or individuals must be approved by the Douglas County Extension Agent - Horticulture. **Kansas State University requirements** are outlined below:

- **Bulletins/Flyers/ Booklets/etc. published by Kansas State University** may be handed out at EMG events. If copied, they must be copied in their entirety with all credits, publication dates, document numbers, and legal statements included. Most are offered free of charge. A few Kansas State University publications are offered to residents for a minimal fee. Fees are determined by the Douglas County Extension Office.

- **Handouts created specifically for EMG events** need to contain the equal opportunity statement, the K-State Research and Extension wordmark, the Douglas County Extension contact information, and the Master Gardener logo (See Below).
- The following statement must be included on all tickets and advertising:

*K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision or hearing disability, or a dietary restriction please contact Tom Buller at 785-843-7058. (See Below).*

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**K-STATE**  
Research and Extension

Master Gardener  
Douglas County

K State Research and Extension – Douglas  
County 2110 Harper Street, Lawrence KS, 66046,  
785-843-7058  
<http://www.douglas.ksu.edu>

K-State Research and Extension is an equal opportunity provider and employer.

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## **Kansas State University requirements**

K-State Research and Extension has the following guidelines for placing the wordmark on all communication materials:

- The wordmark must appear on the front of all printed materials and digital files.
- It is preferred that the wordmark appear in the top half of printed materials.

The K-State Research and Extension wordmark must be large enough that its text can be read. **The minimum size allowed for the wordmark in all communications is 1 1/4 inches wide.** The wordmark must be re-sized proportionally and cannot be combined into a single graphic with other groups' logos or graphic elements. In addition, the full name of the organization must appear on all printed and digital publications. The organization's full name is:

## **Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

The [K-State Research and Extension wordmark](#) must appear on all printed materials, including newsletters, brochures, or fliers. It must also appear in digital media, such as [websites](#) and [PowerPoint presentations](#). The wordmark identifies the organization as a representative of the knowledge base of Kansas State University and the land-grant system, as well as a partner with Kansas citizens and campus groups.

## **DOUGLAS COUNTY EXTENSION MASTER GARDENER ASSOCIATION MEETINGS**

### EMG Business Meetings

Business meetings are open to all membership. Meetings held monthly except in December, are followed by an Advanced Education program. Dates for these meetings are determined by the Executive Board. The meeting schedule, as well as the Advanced Education programs for the current year are listed in Appendix H.

The following outline has been established as a sample agenda for the EMG Business meeting. Committee Coordinators or members who wish to add items to the agenda are to contact an Executive Board member prior to the Business meeting. Minutes of the Business meeting are published in the next **Update** (monthly newsletter).

Sample Agenda for a Business Meeting includes:

- I. Call to Order
- II. Approval of minutes of previous month's meeting.
- III. Sharing – Items of interest to EMGs are shared by members
- IV. Special Recognition — Recognition of members' work on special projects is shared with the membership
- V. Reports of Executive Board officers
- VI. Report of Douglas County Extension Agent - Horticulture and Horticulture Program Assistant
- VII. Reports of Committees — Any committee meeting and/or activity of individual committees are shared with the membership
- VIII. Unfinished Business — Items of business from the preceding month that were not completed are revisited
- IX. New Business — New items for discussion are brought to the membership
- X. Announcements — Any area horticulture activities and other meetings of interest to EMGs are shared
- XI. Adjournment

### EMG Executive Board Meetings

EMG Executive Board meetings are held monthly, on the second Wednesday of each month, except in December or when a meeting date is not practical. See Appendix H for a calendar of the current year, Executive Board meeting schedule. All members of the Executive Board are expected to attend Executive Board meetings. Additional Executive Board meetings may be called as necessary.

The Douglas County Extension Agent-Horticultural and the Horticulture Program Assistant are invited to attend Executive Board meetings. EMGs may also attend to observe. The President may convene an executive session if a discussion concerns private or personal issues.

If an EMG wants to address the Executive Board, a request must be submitted to the President at least one week prior to the Executive Board meeting.

After Executive Board meeting minutes are approved, they will be published in the next month's **Update** monthly newsletter.

The following format can be used for an Executive Board meeting agenda:

Sample Agenda for an EMG Executive Board Meeting:

- I. Call to Order
- II. Approval of minutes of previous month's meeting.
- III. President's Report – Communications received during the month regarding EMG business and/or agenda items
- IV. Vice-President Report
- V. Secretary Report – Review of the minutes of the last board meeting, update on correspondence
- VI. Treasurer Report – Review of financial business since the last meeting and presentation and approval of bills.
- VII. Coordinator of Public Relations Report
- VIII. Members-At-Large Reports
- IX. **Douglas County Extension** Agent - Horticulture and Horticulture Program Assistant Reports – Communication/information received pertaining to EMG program
- X. Unfinished Business
- XI. New Business
- XII. Adjournment

#### Committee Meetings

Individual committee coordinators will schedule meetings as needed. Time will be allowed at monthly Business Meetings for committees to meet whenever possible.

#### Robert's Rules of Order

The modern edition of *Robert's Rules of Order* is used as a manual of parliamentary procedure during the Executive Board and Business meetings.

### **EXTENSION MASTER GARDENER FINANCIAL SYSTEM**

#### Budget

Budgets are recommended by the Executive Board and approved by the membership. The current budget is found in Appendix I. The EMG budget will be reviewed by the board during the May and September Executive Board meetings. Any proposed changes to the budget must be published in the next Update e-newsletter. A vote to approve the budget change will take place



at the next Business meeting following the published announcement. EMGs in attendance will constitute a quorum and a majority vote passes.

### Budget Sequence:

Budget Committee formed	October
Committee Coordinators submit budget amounts	October
Budget recommendation to the Board	November
Budget approved by the Board	November
Budget published in the Update e-Newsletter	January
Budget approved by the membership at the January Business meeting	January

### Budget Committee

The Budget Committee is an ad-hoc committee chaired by a Member-At-Large of the Executive Board. The committee is formed in October and consists of, but is not limited to, the current year Treasurer, President, Vice President, and one active EMG. In October, Committee Coordinators submit proposed budgets to the Budget Committee. During the October/November time frame the Budget Committee develops a budget for approval by the Executive Board at the November Executive Board meeting.

### Bill Paying - Payment Authorization

(updated by board vote 4-11-18) All purchases must be approved in advance by the Committee Coordinator. After a purchase and within 30 days, the EMG should give an original receipt and completed "payment Authorization/Reimbursement Form" (see Appendix J) to the appropriate Committee Coordinator. The committee Coordinator signs and submits all Payment Authorization/Reimbursement Forms to the Executive Board Treasurer for payment/reimbursement.

If the requested reimbursement is approved (signed) by the committee Coordinator and the committee is still within their approved budget (including this payment), the Treasurer may submit the bill directly to the DG County Extension Council for approval for payment. If the requested reimbursement puts a committee over their budget or is not a budgeted item, the treasurer will bring the request to the EMG Executive Board meeting for a vote to approve the payment. Once approved by an EMG Executive Board vote, Payment Authorization/Reimbursement Forms are then submitted to the Douglas County Extension council for approval and payment once a month. A list will be given to the board at the monthly board meeting for all completed payments/reimbursements including both the bills voted upon by the EMG Ex board or reimbursements directly submitted to the DG Extension (budgeted items) for payment.

If the reimbursement is for a committee chair there needs to be a second signature on the "Payment Authorization/Reimbursement Form" from someone on the committee. In the event the committee is only made up of one person, the EMG Board Treasurer can be the second signature.

### Deposit Voucher

Payments to the Budget will be accompanied by the Deposit Voucher (See Appendix K). This will allow the funds to be placed with the proper budget Item.

## Donation Form

Contributions in cash or monetary value are welcomed by the Association. These donations help support the organization in whole or in part. If a donation is \$500 or less, it may be given as a general contribution, or applied to a specific project or activity for the current year. If the donation is over \$500 it can be considered like a grant and be held for future years. The Executive board will decide how funds over \$500 will be considered and used (during the current year's budget or held for future years). Credit for the contribution is given to the donor (with their permission) and recorded as part of the project or activity. A Deposit Form (Appendix K) should be completed and turned into the Treasurer with the donated funds. If needed, a donation form (Appendix L) can be filled out by the donor and turned in with the deposit form. If a cash donation of \$500 or less is specified for a specific project or activity, the funds will be added to that budget to be used that current year. Any funds in budgets not spent at the end of the year are rolled back into the general funds for the next year.

## Monthly Reports

The Treasurer will present budget expenditures monthly to the Executive Board for approval.

## Selling and Charging for EMG events

The EMG Association may sell items and/or charge for EMG events if EMG is not competing with any business in the community (e.g., Plant Sale, Garden Art, etc.). These are short term events and are not considered competition.

EMGs may not charge for written or orally distributed information. However, if a seminar or other event is offered, participants may be charged for refreshments, supplies, facilities, etc., incurred during the seminar or event. Selling of Drawing Tickets or Tickets to EMG Association events, are to be designated as a donation.

EMGs may work at a sponsor-organized event, if approved by the Executive Board. If the Sponsor chooses to make a donation to the EMG Association, a Donation Form (Appendix L) must be completed and assigned to a Budget Category.

## Investments

The Treasurer has the authority to invest funds, following approval by the Executive Board, in appropriate accounts that would earn the organization a higher rate of interest than the Douglas County Extension Council checking account. Investment documents will be kept on file by the EMG Treasurer.

## EMG Process for Processing Grant Funds

### BACKGROUND

In 2015, the Douglas County Extension Master Gardeners maintained a cash balance in excess of the dollars needed to fund program activities. The current amount of unencumbered funds\* equals approximately two years' worth of anticipated expenses. The Board believes that maintaining this level of a reserve may be counter to our ability to fulfill our mission by limiting our ability to invest in programs. A review of best practices suggests that maintaining an operating reserve\*\* equal to one year of expenses is sufficient for an organization of our size. In March 2015 a task group consisting of Donna Black, Cheryl Harmon, Lisa Larsen, and Diane

Oakes met to develop criteria for spending unencumbered funds, and a process for accessing those funds.

#### CRITERIA (updated 4-11-18)

1. Funds will be used to support the mission of the Extension Master Gardener program.
2. Preference will be given to requests that support more than one committee or project.
3. Grant Funds will pay for items that are tangible and sustainable.
4. Generally, funds will not be allocated for capital improvements to sites other than the Extension office. Requests for improvements to other sites will be considered *only* if items purchased can be removed and returned to the Extension office should the site no longer be available to Extension Master Gardeners.
5. Applications for funding will be available beginning in February of each year. Disbursements will be made until the funding threshold is met for that year.
6. Funding will be limited to 25% of unencumbered funds in any given year.
7. The board will retain an operating reserve equal to one year's budget.

#### Process

1. The board will determine available dollars for each year based on stated criteria.
2. Committee coordinators may submit an application for funding beginning February 1 of each year.
3. The executive board will review applications and determine which project(s) will receive funding at the executive board meeting.
4. Applications for funding will be considered ongoing through the year as long as funds are available. Funding applications must be submitted by November 1 to be considered by the board, and monies spent by the end of the current fiscal year. (Approved September 2019).
5. The board will be responsible for approving funding requests, providing requests meet stated criteria. Funding requests that fall outside the stated criteria must be approved by the general membership.

\*Unencumbered Funds: (monies not designated for items budgeted in the current year)

\*\* Operating reserve: monies set aside to insure operations are funded in the event revenue falls short, i.e., savings account.